

Supervision Essentials II

01-09-M402

Course Information

If you recently completed Supervision Essentials I or looking to further improve your supervisory skills, this course is designed especially for you. Supervision Essentials II will introduce you to the diverse conceptual roles and responsibilities a good supervisor must have. You will learn tips, tools and techniques to plan, oversee and evaluate employee performance, projects and organizational goals. Come explore your own learning, communication and management styles and learn how to bring out the best in both yourself and others.

During this two day workshop, you will learn concepts and practices including:

- Planning work
- Measuring performance
- Conducting performance reviews
- Motivating employees
- Communicating effectively
- Accountability for performance

Performance Objectives

Upon completion of this course, you should be able to:

- Accurately measure employee performance
- Demonstrate effective feedback to employees
- Develop a plan for supervising your work group
- Develop a plan for your own professional development

Audience

Public sector employees already in supervisory positions

Cost

\$210

Registration

For more specific information including dates and registration, visit DOP's website: www.dop.wa.gov/Training

Questions

Contact Susan George at 360.664.1965 or SusanG@dop.wa.gov



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